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REQUEST FOR PROPOSAL FOR CONDUCTING AN ADA ACCESS AUDIT ON NEW AND EXISTING PUBLIC TRANSIT BUS STOPS 7/14/15

**Proposals are due by August 10, 2015 at 2:00 P.M. in Room 326
of the City County Building, 316 N. Park, Helena, Mt. 59623**

INTRODUCTION

The City of Helena, Helena Area Transit Service (HATS) is advertising for qualified firms and individuals experienced in the area of access audits for public transit bus stops. Written proposals to provide access audits on identified potential bus stop sites to meet the Americans with Disabilities regulations and requirements are being accepted by the City of Helena.

In order to accomplish this task the City of Helena has \$40,000 in funding available to accomplish this project during Fiscal Year 2016 (July 1, 2015 – June 30, 2016). This project will be using Federal Transportation Administration (FTA) funding administered by Montana Department of Transportation. The City of Helena understands the project may need to be completed in phases. It is the city's goal to have this audit completed by October 31, 2015. Due to weather and other issues a later completion date may be negotiated during the contract phase.

This Request for Proposal (RFP) seeks to secure the most qualified Consultant to conduct the access audit on approximately 44 NEW and Existing bus stop locations as well as up to 15 possible replacement locations (a map with the selected locations is included). The selected consultant will audit the transit stops for compliance with the 2010 Standards for Accessibility Design, all State of Montana requirements, and the Public Rights of Way Accessibility Final Guideline. Additionally, the selected consultant will provide a transition plan that phases the necessary corrective work.

BACKGROUND

The Americans with Disabilities Act (ADA) originally passed on July 26, 1990 as Public Law 101- 336 (42 U.S.C. Sec. 12101 et seq.), became effective on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings and sidewalks, etc.).

PROPOSAL CONTENT

The City of Helena requires the respondent to submit a concise **sealed bid** proposal clearly addressing all of the requirements outlined in this RFP. One (1) hard copy of the proposal and one (1) e-copy shall be submitted and shall be organized in an easy-to-follow format. Proposal must include, at a minimum, the following sections:

The proposals shall contain the following:

1. The firm's legal name, address and telephone number;
2. The principal of the firm to be assigned to the project;
3. The experience and qualifications of the individuals assigned to the team;
4. A description of the firm's prior experience (including entity, and name of local official knowledgeable of the firm's performance) with any similar projects.
5. A description of any recent and/or current work for the City of Helena;
6. The proposed work plan and schedule for activities to be performed;
7. A description of the firm's current workload and how it would be coordinated with the services provided as well as the firm's anticipated availability during the term of the contract;
8. Anticipated use of other firms as subcontractors.
9. A signed and dated proposal including the signed Federal Clause section by a company official.

The proposals will be evaluated based on the following criteria:

- * The qualifications of professional personnel to be assigned to the project 5 points;
- * The capability to meet time and project requirements 10 points;
- * Present and projected consultant workloads 5 points;
- * Related experience on similar projects 20 points;
- * The respondent's methodology for the scope of work 10 points;
- * The methods used to conduct the Access Audit 20 points;
- * Recent and current work for the City of Helena, or a similar entity 10 points; and
- * Responder's total bid price. 20 points

Total points available – 100

*These requirements follow MCA 18-4-304, these are minimum requirements. Additionally, the funds being used for this project are federal transit funds administered by Montana Department

of Transportation (MDOT) therefore the company or individual awarded the contract must comply with all federal requirements (attached).

EVALUATION COMMITTEE PERSONNEL-

The evaluation and recommendation committee will consist of a mixture of people who work for the City of Helena, State of Montana, Department of Transportation (MDOT) and individuals who serve on city committees. Representatives include;

- Senior Public Works official;
- HATS Supervisor;
- City staff member of the City of Helena ADA committee;
- Citizen representative from the ADA committee;
- Representative from State of Montana (MDOT)

Final selection will be based on all previously identified data. When the City has approved the ranking, contract negotiations will commence with the highest-ranked company. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Selected firm will be required to sign a City of Helena Professional Services Agreement (example attached). The City reserves the right to reject any or all proposals, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City.

City of Helena information –

1. DUNS # 06-027-8447
2. Tax Id. # 81-6001276

Proposals:

Your **SEALED BID PROPOSAL** shall be sent to:

Debbie Havens, City Clerk
City of Helena
City/County Building Rm. 323
Helena Mt. 59623

Titled – SEALED BID PROPOSAL Bus Stop ADA Audit RFP response

All sealed bid proposals shall be received before 2 P.M. on August 10, 2015.

Proposals received after the due date and time will not be considered. The City assumes no responsibility for the delays caused by delivery service.

All proposals submitted must be signed and dated including the last page of the Federal Clauses section. If the proposal does not include the necessary signatures the proposal will not be considered by the committee.

Any questions should be directed to:

Steve Larson, Supervisor
City of Helena
Helena Area Transit Service
1415 N. Montana Ave
Helena, Montana
59601
406-447-8064
email address slarson@helenamt.gov.

All proposals become the property of the selection committee. The selection committee reserves the right to reject any or all proposals and to re-advertise this RFP. The City will not be held accountable for costs associated with preparing proposals in response to the RFP.

The City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

Sealed Proposal Checklist-

- Signed proposal and dated
- Signed and dated federal clauses section
- CD or flash drive copy of proposal

Attachments:

#1- Included for your consideration is a draft copy of the route map and sheet listing the potential transit bus stops. This list of stops may change due to public comment and/or the required traffic and engineering study requirements delineated by MDOT.

#2- Required Federal Clauses section

#3- City of Helena Professional Services Agreement

We look forward to hearing from you or your staff.

Sincerely,

Steve Larson, HATS Supervisor